

RESUME

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Objective:

A Challenging Position that will enable me to contribute to the organization goals and availing an opportunity for growth and advancement.

Field of Expertise: Accounting / Administration

EXPERIENCE PROFILE – 5 YEARS

• **SEALAND MARITIME & INDUSTRIAL CONTRACTING SERVICES - SAUDI ARABIA**

Designation: Accountant (OCT 2017 to FEB 2020)

MAJOR DUTIES AND RESPONSIBILITIES

- Generation of invoices through the process of checking and verifying delivery notes and purchase orders.
- Keeping track of accounts receivable and accounts payable with the use of excel work books.
- Regular follow up with customers for receipt of payments via submission of statement of accounts.
- Verification of purchase invoices or quotations from suppliers and margin calculations on the respective purchases or quotations before release of payment to suppliers.
- Preparation of profit and loss account at the end of every month with statistics of sales and cost of related purchase.
- Preparation of balance sheet with statistics of monthly expenses, net profit from P&L account, sundry debtors and sundry creditors whose value is derived from statement of accounts of respective customers.
- Calculation of VAT payable to the government and submission of documents on online portal for verification by the government officials.
- Document control of VAT files, Purchase invoices and Sales Invoices.

• **ALPHONSE & CO CHARTERED ACCOUNTANTS – INDIA**

Designation: Accounts Assistant (August 2016 to February 2017)

- Daily monitoring of works.
- Posting transactions related to sales, purchase, bank, expenses etc. of various companies in Tally ERP 9.
- Assistance in managerial duties, telecommunication and office administration.

• **M.B. & COMPANY, DEALERS IN EMPTY BOTTLES-INDIA**

Designation: Accountant (August 2015 to August 2016)

- Responsible for purchase and sales ledger accounts, Petty Cash, expenses, Payroll, Assisting in Auditing.
- Responsible for secretarial duties for the Accounts Manager.
- Writing sales reports, preparing day book and daily reports, resolving enquires from employees and customers. Maintaining inventory, postings of cashbook receipts and payments.
- Responsible for all bank transactions such as cash withdrawal, deposit, RTGS etc.

Key Skills:

- Proven experience in Accounting and management.
- Good Knowledge in VAT
- MS office proficiency
- Well organized and responsible with an aptitude in problem solving
- Team player with high level of dedication
- Proficient in English & Hindi, Intermediate skills in Arabic.

Computers skills:

- MS Office
- Tally ERP 9

EDUCATION PROFILE

- Graduated in Bachelor of Commerce (B. Com-Co-operation), Batch of April 2016, with first Class (65%) from Kerala University, India
- Passed Senior Secondary Examination (12th CBSE), March 2012, With Distinction (78%)
- Passed in Higher Secondary Examination (10th CBSE), March 2010, with Distinction (75%)
- Certified in Tally ERP 9
- Certified in M.S. Office.

PERSONAL

- Nationality: Indian.
- Language skills: English, Arabic (intermediate), Hindi, Tamil, Urdu, Malayalam.
- Interests: New Topic Reading, Financial market News and Net.
- Born: 11.10.1994.